

# National Weather Service Student Programs

Milwaukee-Sullivan, Wisconsin

## **Tier I - Paid Employment**

### **STUDENT EDUCATIONAL EMPLOYMENT PROGRAM (PAID EMPLOYMENT)**

The Student Educational Employment Program provides employment opportunities to students who are **enrolled or accepted for enrollment** as degree seeking students taking at least a half-time course load in an accredited high school, technical, vocational, 2 or 4-year college or university, graduate or professional school. The program comprises two components: the Student Temporary Employment Program (STEP) and the Student Career Experience Program (SCEP).

#### **1. Student Temporary Employment Program (STEP)**

Job opportunities under this program offer you temporary employment. Employment can range from summer jobs to positions that last as long as you are a student. These employment opportunities need not be related to your academic field of study. For more information on STEP go to <http://ohrm.doc.gov/jobs/Student/step.htm>.

#### **2. Student Career Experience Program (SCEP)**

This program offers you valuable work experience directly related to your academic field of study. It provides formal periods of work and study while you are attending school. It requires a commitment by you, your school and the DOC. You may be eligible for permanent employment under this component after successfully completing your education and meeting work requirements. For more information on SCEP go to <http://ohrm.doc.gov/jobs/Student/scep.htm>.

#### **3. COMET Program**

Three programs are available under the COMET program. Please check the web page for details at <http://www.comet.ucar.edu/outreach/index.htm>.

### **Program Features Under SCEP and STEP Programs**

- Students may be employed year round.
- Flexible schedule of work assignments.
- Open to all students...high school, undergraduate, graduate, and vocational/technical.

**Eligibility Requirements are:**

- A student enrolled or accepted for enrollment as a degree-seeking student (diploma, certificate, etc.).
- At least the minimum age required by Federal, State or local laws and standards governing the employment of minors.
- Taking at least half-time academic or vocational and technical course load in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school.
- U.S. Citizenship is required.
- At the beginning of each semester/quarter, each student will produce a letter of verification from their educational institution showing proof of enrollment in school for the upcoming semester/quarter.

**Salary and Promotions:** The pay you receive will depend on the education and work experience you already possess. As you advance in your education you may be eligible for promotions based on your work performance, grade point average, and credits earned.

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These positions are filled on a competitive basis on a Regional level. The existence and/or number of positions varies from year to year (primarily due to budget considerations). The locations of positions also varies, and it is not known from year to year whether a position will exist at NWS Milwaukee.

**Interested students should check our website for advertised SCEP or STEP positions:**

**[www.crh.noaa.gov/mkx/student\\_intropage.htm](http://www.crh.noaa.gov/mkx/student_intropage.htm)**

**Additional Information and Opportunities may be found at**

**<http://ohrm.doc.gov/jobs/Student/info.htm>**

## **Tier II - Student Volunteer**

### **NWS Milwaukee's Student Volunteer Program:**

- It is designed for students nearing completion of their undergraduate studies or technical school program, or in a graduate level degree program in meteorology, atmospheric science, hydrology, or engineering. Exceptional students in the pre-college levels may apply for this program, e.g. those involved with the Wisconsin Center for Academically Talented Youth and other similar programs (parental or guardian approval required for minor youth).
- The number of students working under the Tier I and Tier II programs at any given time will be limited to no more than 3 students.
- Students will be expected to work a minimum of 30 hours at the WFO in five 6-hour shifts with up to 60 hours permitted as a maximum (ten 6-hour days).
- It is preferred (although not required) that students also earn academic credit for this program. See your local educational institution for details.
- This is **NOT** an intern position and should not be noted as such when applying for future employment.

**IMPORTANT:** Your school must have a [Student Programs Agreement](#) with the National Weather Service. Please check with your Department Chairperson or School Principal. Have them fill out and sign the attached [Student Programs Agreement](#) below and return to the address below.

During the time at NWS Milwaukee, the student may choose from one of the following as a student volunteer:

#### **LEVEL 1**

Work on an applied research or field project that is of mutual benefit to the student's educational goals and the mission of NWS Milwaukee. The project does not have to be completed during the volunteer period, but a mutually agreed upon deadline will be determined. For example, a student volunteer may work with NWS Milwaukee personnel on a research project during the summer that subsequently evolves into his/her senior thesis project that is completed during the following academic year. No less than 30 hours and no more than 60 hours may be spent at the NWS Milwaukee office. All hours must be completed in less than 60 consecutive days.

#### **LEVEL 2**

Spend at least 30 hours with NWS personnel related to your field of study. For example, if you are studying to be a meteorologist, you will work with a forecaster. If you are studying electronics, you will work with a electronics technician. The checklist below must be completed. You must complete all hours in less than 60 consecutive days.

#### **LEVEL 3**

Spend at least 60 hours with NWS personnel related to your field of study *plus* complete an assigned project. For example, if you are studying to be a meteorologist, you will work with a forecaster. If you are studying electronics, you will work with a electronics technician. The checklist below must be completed. You must complete all hours in less than 60 consecutive days.

### **Applicant requirements:**

- Students must have completed their first year of university, college or technical school, preferably in a meteorology, atmospheric science, hydrology, engineering, or electronics program.
- Students should have an overall GPA of 2.5 with a GPA of at least 3.0 in their major course of study, though exceptions may be made by the NWS for highly motivated students and upon written or verbal recommendation by a school's staff member.
- Students must submit a project proposal. The proposal must be approved in advance by both the NWS Milwaukee SOO, and a university faculty member. Proposals should be submitted at least 6 weeks before the proposed starting date.
- Students under the age of 18 years must fill out the PARENTAL PRE-AUTHORIZATION FOR MEDICAL CARE TO CHILDREN attached.

These positions are generally split into three time frames, Fall semester, Spring semester and Summer break. Students are urged to get their applications in by the following dates for each period.

- Spring semester by October 15<sup>th</sup>
- Summer break by April 15<sup>th</sup>
- Fall semester by July 15<sup>th</sup>

Interested students should prepare their resume and the following forms:

[Optional Application for Federal Employment](#) OF-612(online)

[[http://www.opm.gov/forms/pdf\\_fill/of0612.pdf](http://www.opm.gov/forms/pdf_fill/of0612.pdf)]

[Declaration of Federal Employment](#) OF-306 (online)

[[http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf)]

[Questionnaire for Non-Sensitive Positions](#) SF-85(online) – **NO LONGER NEEDED**

[<http://www.opm.gov/forms/pdfimage/sf0085.pdf>]

[Wage Claim Waiver](#) (form below)

[Security Worksheet](#) (form below)

[Parental Pre-authorization for Medical Care to Children](#) (under age 18 years, form below)

[Student Programs Agreement](#) (check with your department Chair or school Principal)

**IMPORTANT: Failure to fill out forms completely will lead to delays in processing. Please call the contact below before filling out any forms.**

**Send your resume and all forms to:**

*John Eise*

*Science and Operations Officer*

*National Weather Service*

*N3533 Hardscrabble Road*

*Dousman, WI 53118-9409*

*(262) 965-5061 x. 766*

[john.eise@noaa.gov](mailto:john.eise@noaa.gov)

### **Tier III – Visiting Job Shadow**

The NWS Milwaukee Job Shadow program consists of three levels:

#### **LEVEL 1**

This level is intended for pre-college students interested in meteorology, atmospheric science, hydrology, engineering, or electronics program as a possible career. A tour of the NWS facility will be provided for the student followed by 2 hours with an NWS Milwaukee meteorologist observing the forecast process, and discussing NWS career opportunities. Those interested in a career in hydrology, engineering, electronics, or computers will work with the appropriate personnel.

#### **LEVEL 2**

This level is intended for first or second year students enrolled in a university, college or technical program in meteorology, atmospheric science, hydrology, engineering, or electronics, or for anyone in any other math, science or technical program who is considering meteorology, atmospheric science, hydrology, engineering, electronics, or computers for future study. A tour of the NWS facility will be provided for the student followed by 4 hours at NWS Milwaukee, observing the full range of NWS operations. The student will also meet with members of the NWS Milwaukee management team to further discuss future career study options.

#### **LEVEL 3**

This level is intended for students in their third or later year student (including graduate school students) enrolled in a university meteorology, atmospheric science, hydrology, engineering, or electronics program. The program is similar to level II, however it is expanded up for up to three 6-hour days at the NWS office. The expanded time is intended to give the student a more comprehensive understanding of what it is like to work at an NWS field office. Prior participation in a Level 1 or 2 job shadow is permitted but not required.

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Due to the limited hours worked, post high school academic credit is not recommended. Pre-college programs may want to consider academic credit as part of a larger program of study.

Pre-college students wishing to participate in this program will need a letter from your school principal, department head or counselor authorizing a students participation in this program. The request must be sent on school letterhead.

#### **Interested students and teachers should contact:**

*John Eise*  
*Science and Operations Officer*  
*National Weather Service*  
*N3533 Hardscrabble Road*  
*Dousman, WI 53118-9409*  
*(262) 965-5061 x. 766*  
[john.eise@noaa.gov](mailto:john.eise@noaa.gov)

**WAGE CLAIM WAIVER**  
**Against**  
**Federal Agencies**  
  
**Under the**  
**Student Volunteer Service Program**

I hereby acknowledge that no Agency of the University, States or Government is responsible for the payment of any wages to me because of any work performed for the National Weather Service, U. S. Department of Commerce as part of the Student Volunteer Service Program. I agree that I will not make a claim against the United States Government of the National Weather Service for wages for my services.

Signature of Enrollee	Date

Street Address

City	State	Zip Code

Witness	Date

Witness	Date

**IMPORTANT:**

**Fill out all fields on this form or we will be unable to process this form and/or delays may be expected in processing. You must have two witnesses sign and date this form.**

**Parent or guardian must sign for a minor youth.**

**IMPORTANT:** Fill out all highlighted fields (numbers 1 through 9, except #3) on this form or we will be unable to process this form and/or delays may be expected. You must enter the dates you will be available in #9 below. **Parent or guardian must sign for a minor youth.**

- This section to be completed by the requesting official:**

- |                        |   |                            |
|------------------------|---|----------------------------|
| <b>Date of Request</b> | <b>Signature of Requesting Official</b> | <b>Date</b>                |
| <b>Date Received</b>   | <b>Dated Processed</b>                  | <b>Approved:    Y    N</b> |

\_\_\_\_\_  
Ann C. Suchma  
Regional Security Officer

Date: \_\_\_\_\_



**PARENTAL PRE-AUTHORIZATION  
FOR MEDICAL CARE TO CHILDREN**

It is understood that the risk of injury is inherent in any work environment despite the existence of adequate safety procedures and equipment. This documents your pre-approval/disapproval to provide emergency medical treatment to your child (under the age of 18) should it become necessary while he/she is in duty status as an employee of the Department of Commerce or while participating as a student volunteer. *(Please check the appropriate space below).*

☐ I request and authorize emergency medical care to be provided to my child as deemed appropriate by emergency medical personnel, a physician, or the medical facility providing treatment. I understand that reasonable efforts will be made to contact me at the time of the accident or illness. However, treatment should not be postponed due to my unavailability. *(This pre-authorization will remain in effect until your child reaches the age of 18, employment or volunteer service with the Department of Commerce is terminated, or you rescind it in writing.)*

☐ I DO NOT authorize emergency medical care to be provided to my child without first contacting me at the time of the accident or illness. I understand that by not pre-authorizing medical care there may be a delay in the treatment of my child, with consequences that cannot be foreseen.

**Required Information: *(Please type or print)***

Name of Child \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Name of Parent or Guardian \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Cell Phone (if applicable) \_\_\_\_\_  
E-mail address (if applicable) \_\_\_\_\_  
My child is allergic to \_\_\_\_\_  
Other medical conditions \_\_\_\_\_  
My child is taking the following medication(s) \_\_\_\_\_  
\_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_  
Relationship to child \_\_\_\_\_  
Date \_\_\_\_\_

**FOR AGENCY USE**

Organizational location of employee \_\_\_\_\_  
Name of supervisor \_\_\_\_\_  
Telephone number of supervisor \_\_\_\_\_

# Student Programs Agreement

## National Weather Service

### Definitions

**School:** A national or state accredited high school, technical, vocational, 2 or 4-year college or university, graduate or professional school.

**Student:** One who is **enrolled or accepted for enrollment** as a degree seeking student taking at least a half-time academic, technical, or vocational course in a School.

**Student Program:** student oriented National Weather Service (NWS) programs per Attachments.

### Terms of Agreement

This agreement establishes a basis of mutual understanding for conducting a Student Program between the National Weather Service and the undersigned School for the purpose of enhancing the educational experience of the Student and School plus advancing the mission and goals of the National Weather Service.

All students will be appropriately dressed for a professional environment. Also, picture identification is required for security purposes. The NWS will require the student to fill out all applicable paperwork per the attachments. Except for Tier 1 Employment, no wages or compensation of any kind may be claimed by a student or the undersigned School.

The undersigned School and the National Weather Service Milwaukee will consider amendments proposed by either party to the terms of this agreement and by mutual consent, will amend this agreement in writing. This agreement may be modified or superseded at any time due to changes in Federal laws, regulations or orders. The National Weather Service will advise the undersigned School of such changes and, if substantive, the agreement will be modified by mutual consent.

This agreement becomes void after any twelve month period during which no students have participated.

This agreement becomes effective upon signature by all parties and shall continue unless terminated by mutual consent or by either party upon 30 days notice.

**School Name:** \_\_\_\_\_

\_\_\_\_\_  
School Signature

\_\_\_\_\_  
Date

**Position:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

### National Weather Service Signatures

\_\_\_\_\_  
Kenneth R. Rizzo  
Meteorologist-in-Charge  
NWS Weather Forecast Office  
Milwaukee, Wisconsin

\_\_\_\_\_  
Date

\_\_\_\_\_  
John S. Eise  
Science and Operations Officer  
NWS Weather Forecast Office  
Milwaukee, Wisconsin

\_\_\_\_\_  
Date

## **Tier II - Level 1 Checklist**

- \_\_\_\_\_ All paperwork completed and processed for position
- \_\_\_\_\_ Start date sent to student from NWS
- \_\_\_\_\_ Meeting with NWS Science and Operations Officer or Meteorologist-in-Charge to discuss potential research projects
- \_\_\_\_\_ Mutually agreed upon project and project completion date
- \_\_\_\_\_ Make sure appropriate data sets are available for project
- \_\_\_\_\_ Begin project at NWS
- \_\_\_\_\_ Continue project at school if needed
- \_\_\_\_\_ 3-5 page project report sent to NWS for approval by mutually agreed upon completion date The report should be one to two pages in length, double spaced, 12-point font report with margins less than or equal to ½ inch

NOTE: If no project report is received at the NWS by the completion date, the student volunteer position will be terminated.

- \_\_\_\_\_ End of project

*(see next page for Tier II – Levels 2 and 3)*

## **Tier III – All Levels Checklist**

- \_\_\_\_\_ Tour of NWS Facility
- \_\_\_\_\_ Assignment to appropriate personnel (e.g. forecaster, electronics technician, hydrologist)
- \_\_\_\_\_ Meet with MIC, SOO or WCM before leaving

## Tier II – Level 2 Checklist

- \_\_\_\_\_ All paperwork completed and processed for position
- \_\_\_\_\_ Mutually agreed upon schedule completed (no longer than 6-hour days allowed)
- \_\_\_\_\_ Begin student volunteering

### Day One (must start at 9 am on a weekday)

- \_\_\_\_\_ Meet with Meteorologist-in-Charge (MIC) or Electronics Systems Analyst (ESA)
- \_\_\_\_\_ Office Tour and Introductions to all staff members
- \_\_\_\_\_ Introduction to the National Weather Service Training
- \_\_\_\_\_ Job Shadow Science and Operations Officer (SOO) or ESA
- \_\_\_\_\_ Job Shadow Warning Coordination Meteorologist (WCM – mets only)

### Day Two

- \_\_\_\_\_ Job Shadow Short Term Desk or Electronics Technician (ET)

### Day Three

- \_\_\_\_\_ Job Shadow Long Term Desk or ET

### Day Four

- \_\_\_\_\_ Meet with Data Acquisition Program Manager
- \_\_\_\_\_ Job Shadow Hydrometeorological Position or ET

### Day Five

- \_\_\_\_\_ Job Shadow Service Hydrologist (met students only)
- \_\_\_\_\_ Meet with MIC or ESA before leaving (30-hour students only)
- \_\_\_\_\_ Checklist complete? (30-hour students only)

## Tier II – Level 3 Checklist

Complete Tier II – Level 2 Checklist, plus the following:

### Day Six

- \_\_\_\_\_ Assignment of project by SOO, MIC or WCM
- \_\_\_\_\_ Begin Project

### Days Seven, Eight, Nine

- \_\_\_\_\_ Work on project, talk with SOO, MIC or WCM as needed
- \_\_\_\_\_ Draft 3-page report

### Day Ten

- \_\_\_\_\_ Present findings to SOO, MIC or WCM
- \_\_\_\_\_ Submit 3-page report to SOO, MIC or WCM before leaving
- \_\_\_\_\_ Meet with MIC or SOO before leaving (60-hour students only)
- \_\_\_\_\_ Checklist complete?